

**MPD 1040.3
REVISION C**

**EFFECTIVE DATE: October 26, 2004
EXPIRATION DATE: October 26, 2009**

MARSHALL POLICY DIRECTIVE

AD01

MSFC EMERGENCY PROGRAM

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Revision	A	2/7/00	History log added with this revision; previous history contained in Directives Manager's Reference File.
Revision	B	3/28/01	This revision updates the Applicable Documents and References, corrects an acronym, and revises 8.a through 8.l.
Revision	C	10/26/2004	<ul style="list-style-type: none"> a. Formatted all text Times New Roman. b. Added to paragraph 2, MSFC persons co-located at other NASA Centers or locations. c. Changed Marshall Procedures and Guidelines (MPG) to Marshall Procedural Requirements (MPR), also NASA Procedures and Guidelines (NPG) to NASA Procedural Requirements (NPR). d. Changed prepositions as appropriate to clarify procedural requirements. e. Changed Chemistry Group to Chemistry Team in paragraph 8.k. f. Replaced emergency numbers website address with reference to Web page in paragraph 9.b. g. Changed name of Redstone Arsenal (RSA) Fire Department (FD) to Fire and Emergency Services Department (RSA FESD).

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1. PURPOSE

This Directive establishes an Emergency Preparedness Program for the Marshall Space Flight Center (MSFC) workplace and identifies and defines the major responsibilities associated with this function.

2. APPLICABILITY

This Directive applies to all persons on MSFC and co-located at other NASA Centers or locations.

3. AUTHORITY

- a. Executive Order 12656, "Assignment of Emergency Preparedness Responsibilities"
- b. NPR 8715.2, "NASA Emergency Preparedness Plan Procedural Requirements"

4. APPLICABLE DOCUMENTS

- a. MPR 1040.3, "MSFC Emergency Plan"
- b. MWI 8621.1, "Close Call and Mishap Reporting and Investigation Program"
- c. NPR 1441.1, "NASA Records Retention Schedules"
- d. NPR 8715.2, "NASA Emergency Preparedness Plan Procedural Requirements"

5. REFERENCES

MPR 8715.1, "Marshall Safety, Health, and Environmental (SHE) Program"

6. DEFINITIONS

ACRONYMS

- a. COSS Center Operations Support Services
- b. EED Environmental Engineering Department
- c. EMD Emergency Management Director
- d. EOC Emergency Operations Center
- e. EPO Emergency Preparedness Officer
- f. FEMA Federal Emergency Management Agency
- g. IC Incident Commander
- h. MAF Michoud Assembly Facility
- i. PAO Public Affairs Office

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- j. NIOSC NASA Incident On-Scene Coordinator
- k. NISC NASA Information Support Center
- l. PSD Protective Services Department
- m. RSA FESD Redstone Arsenal Fire and Emergency Services Department
- n. S&MA Safety and Mission Assurance

7. POLICY

MSFC provides employees with expeditious courses of action to be taken through active preparedness programs.

8. RESPONSIBILITIES

- a. The MSFC Center Director, or designee, shall manage the program to ensure that all applicable individuals are properly trained and ensure the program is visible within the organization. The Director shall designate a single point of contact for emergency preparedness to develop and coordinate the Center Emergency Preparedness Program Plan and conduct exercises as outlined in NPR 8715.2, "NASA Emergency Preparedness Plan Procedural Requirements."
- b. The MSFC EMD, or designated deputy acting for the Center Director, shall direct emergency activities and shall be responsible for the overall direction of the MSFC Emergency Preparedness Program. The MSFC EMD, or designated deputy, is authorized by the Center Director to commit the Center's resources in cases of emergency.
- c. The MSFC EPO shall plan and implement emergency action capability for the Center and coordinating emergency activities with the MAF, and request and coordinate assistance from the local government. The EPO serves as MSFC's principal point of contact for ensuring the compatibility and coordination of MSFC emergency preparedness activities with NASA Headquarters, FEMA Region 4, other Federal agencies, and State and local governments. The EPO shall maintain MPR 1040.3, "MSFC Emergency Plan," and the Emergency Telephone Numbers List.
- d. Heads of Basic Organizations shall comply with MPR 1040.3, "MSFC Emergency Plan," and maintain an awareness of the MSFC Emergency Preparedness Program's roles assigned to organizational elements under their jurisdiction. They shall ensure that these elements prepare and maintain internal plans to implement those roles when the Emergency Plan is activated.
- e. Building Manager or Building Manager Assistants shall receive, disseminate, and coordinate emergency instructions received from the EMD, or designated deputy, and coordinate activities within their physical areas of responsibility.
- f. The PSD shall receive all emergency calls, provide physical security, and notify the NISC identifying emergency situations.

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g. The NISC support contractor shall provide all MSFC emergency communications support. The NISC shall make notifications as described in MPR 1040.3 using primary and alternate individuals' work and home telephone numbers as found in the Emergency Telephone Numbers List.

h. The Medical Center shall provide medical and ambulance service during emergencies, as needed.

i. The Incident/Spill Response Team is part of the MSFC COSS contract and shall respond to environmental spills and support the RSA FESD, as instructed.

j. The S&MA shall respond to emergencies involving significant potential for injury or damage, advise the EMD and the IC as to hazards and recommend controls; ensure that appropriate action is taken during emergencies to protect the public from undue risk; determine when adequate safety of personnel and property has been established; and notify the NASA Headquarters Office of Safety and Mission Assurance, of emergencies that constitute Type A or B mishaps as defined in MWI 8621.1.

k. The EED shall provide technical support to the EMD concerning air pollution alert levels; advise regarding the steps to be taken to reduce pollution; respond to toxic chemical or hazardous material spills; and request the Chemistry Team to provide necessary chemical analyses. EED shall advise regarding the methods of disposal of hazardous materials and wastes, and notify Federal, State, or local environmental regulatory agencies, as needed. EED shall also assist the PAO with the preparation of informational releases to the offsite press or media for environmental emergency events.

l. Incident Commander designation shall apply equally to the RSA FESD, EMD, and NIOSC.

The RSA FESD shall establish the on-scene IC when responding to emergencies. RSA FESD shall evaluate the incident to determine the level of support required. The RSA FESD shall transfer the IC to the appropriate on-scene NASA or contractor representative, when appropriate, depending on the nature of the incident.

m. The NIOSC shall coordinate response activities with the RSA FESD for environmental incidents; assume IC duties when the RSA FESD leaves the scene and direct containment and cleanup operations; inform the EMD; determine if response capacity of COSS Contractor Incident/Spill Response Team is commensurate with the environmental incident; and commit resources to contain and clean-up as authorized by the EMD.

n. The Director, Center Operations, or designee, shall review and concur with any formal press release regarding environmental incidents prior to release to the media.

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o. The PAO shall release information concerning emergency events and serve as the intermediary between MSFC and the news media.

9. RECORDS

- a. The MPR 1040.3 Emergency Telephone Numbers List shall be maintained current at the Inside Marshall Web site.
- b. Supporting documentation shall be maintained by the EPO in accordance with NPR 1441.1, "NASA Records Retention Schedules," Schedule 1/1.

10. MEASUREMENT

None

11. CANCELLATION

MPD 1040.3B dated March 28, 2001

Original signed by
Robin N. Henderson for

David A. King
Director